PART 5.0   RESPONSE FILE PROCESSING (FCR TO SCR)

5.1   Overview of Response File Processing

The response file processing recommended in this Guide is not dictated by a legislative requirement. The material presented in this Guide in no way establishes certification requirements, nor does it present a policy statement. The Audit File concept recommended herein provides a method to facilitate a State's ability to manage data traffic between the State and the FCR. An important feature of the Audit File is that it affords a State a means to identify what type of transaction is appropriate (i.e., change versus add transaction). Keep in mind that there are alternative methods that a State may use other than an Audit File.

The FCR will perform edit checks, verify SSNs, process the State's CSE data, perform proactive matching between the FCR and NDNH, forward Locates to the FPLS, and generate responses. While processing the data, various response records and codes will be generated. The responses range from acknowledgements to rejection of Case and Participant data. These responses are returned to the states in two (2) files. Figure 5-1, "Overview of Response File Processing," illustrates the FCR processing.
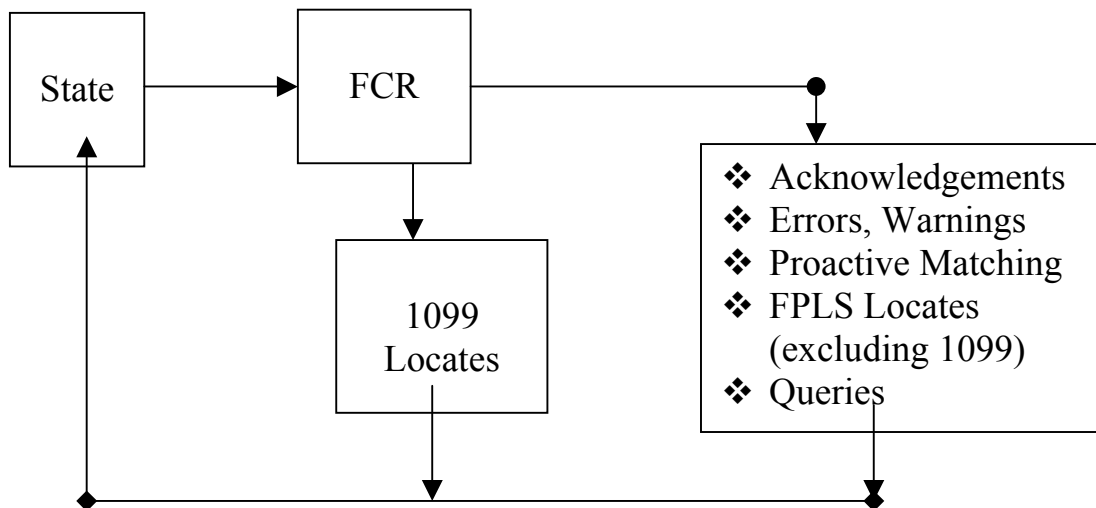

Figure 5-1: Overview of Response File Processing

The first file contains several categories of information that include:

➢ Acknowledgements of Case and Participant adds, changes and deletes which include the following response codes:
  ❖ FD – FCR Case Acknowledgement/Error Record. Case acknowledgements will return only data elements that were submitted along with error codes. **Suggested use:** The errors recognized by the FCR should be corrected. This can be accomplished by either

issuing a worker alert or working from a printed report. An Event/Diary entry or Audit File entry should be issued to indicate that the Case has been added to the FCR, or rejected.

❖ **FS – FCR Person/Locate Request Acknowledgement/Error Record.** Person/Locate Request Acknowledgements will return several pieces of information in addition to the error codes associated with the submission. **Suggested use:** The errors returned with the submitted participant should be corrected. If the participant is an NCP, the State's CSE system should be investigated to check for non-compliance and locate status. If there are outstanding arrearages or if locate activities are required, a worker alert entry should be created. In all other cases the CSE participant records should be corrected from the error reports. An Event/Diary entry or Audit File entry should be issued, to facilitate the creation of add versus change transactions. Additional data returned with the Person/Locate Request Acknowledgement records should be added to the State's CSE system. These data elements are as follows:
  ✓ SSN Validity Code
  ✓ Corrected SSN - based on the SSN Validity Code
  ✓ Multiple SSN 1
  ✓ Multiple SSN 2
  ✓ Multiple SSN 3
  ✓ SSA Date of Birth - based on SSA Date of Birth Indicator
  ✓ Date of Death (future)
  ✓ SSA Zip Code of Last Residence (future)
  ✓ SSA Zip Code of Lump Sum Payment (future)
  ✓ FCR Primary SSN
  ✓ FCR Primary First Name
  ✓ FCR Primary Middle Name
  ✓ FCR Primary Last Name

❖ **FG – FCR Query Acknowledgement/Error Record.** Query Acknowledgement records will return only data submitted along with Error codes. **Suggested use:** Correct errors, if any, and re-submit. Write Event/Diary entry or Audit File entry if used.

➢ Proactive Matching to the FCR – If a IV-D participant exists in IV-D cases and Non IV-D orders in other States, response codes from FCR matches include:

❖ **FT – FCR Query/Proactive Match Response Record.** Query/Proactive Match records will return information about Cases in other States which have participants in common with Cases or Participants submitted by a State. **Suggested use:** Cases returned by the proactive match process should be compared to the cases in other States that a State has stored in the CSE database. If there is no information about the Case in the CSE database, a CSENet transaction could be sent to the other State(s) to request information to be added to the CSE database.

➢ Proactive Matching to the NDNH - Notification of Quarterly Wage (QW), Unemployment Insurance (UI) and New Hire (W4) information from a State other than the submitting State. Response codes from NDNH matches include:

❖ **FN – FCR NDNH Locate/Proactive Match Response Record.** FCR NDNH Locate/Proactive Match responses will be sent to the State when new information for IV-

D participants has been submitted to the FCR or the NDNH. This information will include the QW, UI, and W4 data submitted by States other than the State receiving the information. **Suggested use:** FCR NDNH match records may contain information not known to the receiving State. This information will include:

✓ Address information;
✓ Additional SSN/Name information; and
✓ Employment information.

The information should be used to locate an individual or:

✓ Issue worker alerts to initiate case worker processing;
✓ Generate documentation to initiate wage withholdings;
✓ Generate CSENet transactions to facilitate out-of-state processes; and
✓ Update the CSE database with the new information.

➢ FPLS locates from external sources - excluding 1099 responses. Response codes from the FPLS include:

❖ **FF** – FCR Locate Response Record. FCR Locate Responses will be the result of FPLS locates submitted by the State. These records will contain information that is returned from external sources as selected by the State on the locate request. **Suggested use:** Locate Responses are the same as those currently used in the FPLS. States may process these responses in the same manner the FPLS responses are being processed. These processes may include:

✓ Issue worker alerts to initiate case worker processing;
✓ Generate documentation to initiate wage withholdings;
✓ Generate CSENet transactions to facilitate out-of-state processes; and
✓ Update the CSE database with the new information.

The second file returned to the States, contains only locates from 1099. Due to IRS requirements, the 1099 information must be returned separately. Responses from the 1099 include the following response code:

❖ **FH** – FCR IRS 1099 Locate Response Record. IRS 1099 Locate Response records will be the result of a locate submitted by the State. These records will contain information that is supplied by the IRS for the individual for which the locate request was made. **Suggested use:** The IRS 1099 request is the same as those currently used. States may process these responses in the same manner as the current IRS 1099 responses are processed. These processes may include:

✓ Issue worker alerts to initiate case worker processing;
✓ Generate CSENet transactions to facilitate out-of-state processes, and
✓ Update the CSE database with the new information.

The preferred method of processing the FCR response records is automatically without human intervention. This concept is presented in Section 5.2.1, "Processing Routine Transactions (Automated)," and illustrated in Figure 5-2, "Overview of Automated Response File Processing." If States do not have an automated application for processing the FCR response file, a manual solution is presented in Section 5.3.1, "Processing Routine Transactions (Manual)," and illustrated in Figure 5-3, "Overview of Manual Response File Processing."

In conjunction with using this guide to process response records and codes, *please refer to Appendix H, "FCR Output Transaction Layouts," of the FCR IGD for additional information*.

5.2   Overview of Automated Process

The preferred method of processing the FCR response records is automatically without human intervention. This concept is presented in Section 5.2.1, "Processing Routine Transactions (Automated)." Automated response file processing, as illustrated in Figure 5-2, will include:

➢ Generating worker alerts or ticklers;
➢ Triggering CSENet transactions for IV-D cases and Non-IV-D orders in other States;
➢ Issuing wage withholdings and locate activities;
➢ Reconciling the Audit File/Event Diary;
➢ Updating the CSE system with FCR information;
➢ Creating error reports for:
  ❖ Header Error Report
  ❖ Case Error Report
  ❖ Participant/Person Error Report
  ❖ Query Error Report; and
➢ Generating transmission verification counts.

Section 5.2.1, "Processing Routine Transactions (Automated)," and the accompanying skeleton code in Appendix E, "Skeleton Code Listing for Automated Response File Processing," will identify options for automated processing, worker alerts, and informational messaging.

Please refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts," for a complete list of response records and their layouts. Listed below are the types of responses the States will receive from the FCR:

➢ FCR Case Acknowledgement/Error records;
➢ FCR Person/Locate Request Acknowledgement/Error records;
➢ FCR Query Acknowledgement/Error records;
➢ FCR Query/Proactive Match Response records;
➢ FCR IRS 1099 Response records;
➢ FCR Locate Response records from FPLS; and
➢ FCR NDNH Locate/Proactive Match Response records.

Based upon the responses, States will have to take appropriate action. *Please refer to Part 6 of the FCR IGD, "FCR Transaction-Specific Information," and to Appendix K, "SCR/FCR Transactions and Responses," for the detailed action the State's system should perform.*
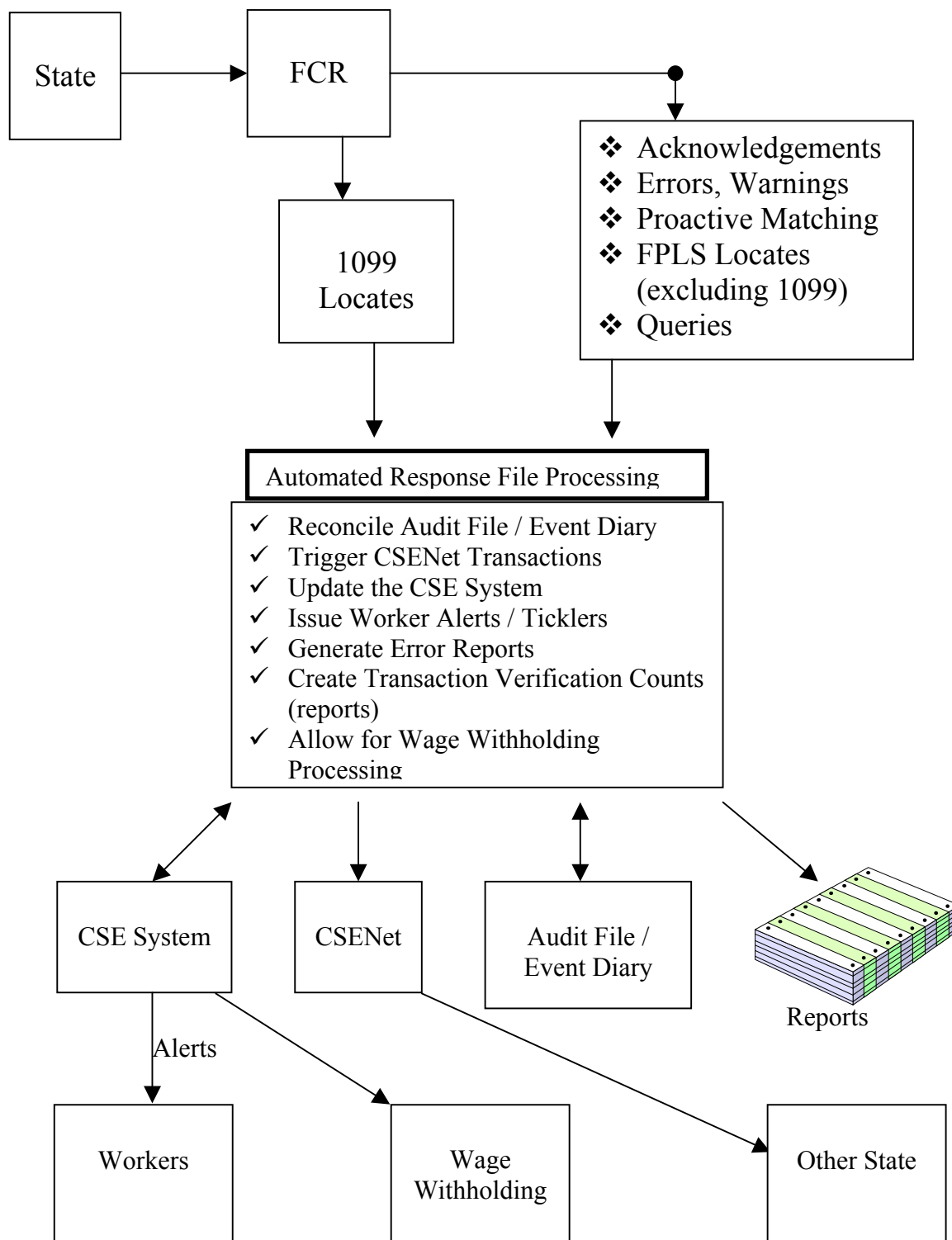
Figure 5-2: Overview of Automated Response File Processing

5.2.1   Processing Routine Transactions (Automated)

Responses received from the FCR will be used to update the Audit File, the CSE System, and generate exception reports. The primary purpose of the Audit File is to reflect the disposition of all Case and Participant records submitted to the FCR. Case and Participant records that are returned with errors, which excludes them from being added to the FCR, should be corrected and resubmitted. The Automated Response File Processing skeleton code, included with this guide, has provisions to print exception reports detailing errors to be corrected. It is suggested that the error reports be used as a guide for correcting the errors since the volume of data may be too large to issue worker alerts.

The processing of responses consists of:

Inputs: Files that provide data to the response process.

> **FCR Response File** – The file returned from the FCR that contains all acknowledgements, errors, responses from external locates (excluding 1099), and proactive match information. For a complete list of response records refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts."

> **FCR 1099 Locate File** – The file returned from the FCR that contains 1099 locates. For the 1099 response record layout refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts."

> **Audit File** – The file used to document Case and Participant records submitted to the FCR.

> **CSE Database** – The SCR file that contains the CSE data. This file contains all Case and Participant information.

Outputs: Files that are created or updated during the acknowledgement response process.

> **Audit File** – The file used to document Case and Participant records that have been transmitted to the FCR. The Automated Response File process updates the current FCR disposition of the Add/Change/Delete requests. *Refer to Section 2.2 of this guide, "Explanation of the Audit File Concept," for more information on the Audit File structure and layout.*

> **CSE Database** – The SCR file that contains the CSE data. This file will be updated by information returned from the FCR.

> **CSENet File** – The file used to capture all CSENet transactions to be issued as a result of FCR information returned. Since these transactions are generated on the mainframe, they will need to be transferred to the CSENet workstation for routine processing.

Header-Error-File – This is where all Header/Transmission errors will be printed in a formatted report.

Case-Error-File – This is where all Case errors will be printed in a formatted report.

Part-Error-File – This is where all Person or Participant errors will be printed in a formatted report.

Query-Error-File – This is where all Query errors will be printed in a formatted report.

Processing Flow: Sequence of events that occur during the Response File Processing.

Initialization:

❖ Initialize the working storage variables.
❖ Open the input file FCR Response File.
❖ Open the input file FCR 1099 Locate File.
❖ Open the input/output file FCR Audit File.
❖ Open the input/output file CSE Database.
❖ Accept the current date into a working storage variable. This date will be used in the Audit File, the Error Report Header, and any State-specific CSE Event Diary entries or database segments that require updating.
❖ Read the first FCR Response File record.
❖ Move the element Record-Type to working storage variable, DETERMINE-HEADER-TYPE. For a complete list of Header Types *refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts."*

Process FCR Response data:

0000–MAINLINE

This is the entry point of the program and will execute the following paragraphs:

    0100-INITIALIZE-AND-OPEN
    0500-READ-RESPONSES
    1000-PROCESS-RESPONSES
    0200-WRITE-TOTAL-AND-CLOSE

0100-INITIALIZE-AND-OPEN

This paragraph opens the required files and sets all the defaults values for variables in working storage.

0200-WRITE-TOTAL-AND-CLOSE

Each transmission requires a trailer record, which contains the record count for the transmission. This paragraph sets the record type, moves in the record count, and writes the trailer record. In addition it also writes the count to a report to tell the user the batch control number, date of transmission, and the number of records sent.

0500-READ-RESPONSES

This is the routine that reads the response file.

1000-PROCESS-RESPONSES

This paragraph is performed from the Mainline routine and will keep executing until the end of the FCR Response/FCR 1099 Locate File is reached. The purpose of 1000-PROCESS-RESPONSES is to:

➢ Evaluate the working storage variable DETERMINE-HEADER-TYPE to determine if it is a Routine Header, Pending Header or a Locate Header.
➢ If the Header Type indicates that the batch type is a Routine or Pending Header, perform 2000-ACKNOWLEDGEMENT-ROUTINE until the end of the batch is reached. If a Header error occurs, the errors will be printed in a formatted report. If the header errors indicate that the batch was rejected, the response file will be read to skip through the detail records until the trailer record is reached. *NOTE*: Routine and Pending batches will be processed in the same manner.
➢ If the Header Type indicates that the batch type is a Locate Header, perform 3000-LOCATE-ROUTINE until the end of the batch is reached.
➢ If the Header Type is invalid, an error message is written to the Header-Error-File for each record read until a record is identified with a correct Header Type.
➢ Read the next Response File record.

2000-ACKNOWLEDGEMENT-ROUTINE

This paragraph will process all Response File records that are returned with a Routine or Pending Header. The record types that will be returned under these headers will be Case, Person and Query acknowledgement/error records. *Please refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts," for a complete list of the record types and layouts.*

The logic in this paragraph is written to:

➢ Update the Audit File with the acknowledgement code returned from the FCR.
➢ Notify the State of additional information returned from the Social Security Administration (SSA).

  ➢ Return any errors or warning messages encountered while attempting to load the data
     into the FCR.

NOTE: The following additional information returned from SSA may be captured
automatically in the State CSE system:

  ➢ Multiple SSNs
  ➢ Corrected Date of Birth
  ➢ Date of Death (future)
  ➢ Last Zip Code (future)
  ➢ Zip Code of Payments (future)
  ➢ Primary SSN
  ➢ Primary Name

The error messages will be handled in an exception report that can be distributed to the
caseworkers. The volume of acknowledgements/errors returned does not make these
responses a good prospect for issuing worker alerts.   An exception would be NCP's who are
in *locate* status and were not added to the FCR because of errors.

The purpose of 2000-ACKNOWLDGEMENT-ROUTINE is to:

  ➢ Evaluate the record type to determine if it is a Case, Person or Query record.
  ➢ If the record type indicates it is a Case Acknowledgement/Error record, perform
     paragraph 2100-PROCESS-CASE.
  ➢ If the record type indicates it is a Person Acknowledgement/Error record, perform
     paragraph 2200-PROCESS-PERSON.
  ➢ If the record type indicates it is a Query Acknowledgement/Error record, perform 2300-
     PROCESS-QUERY.

2100-PROCESS-CASE

The purpose of 2100-PROCESS-CASE is to:

  ➢ Evaluate the acknowledgement code to determine the disposition of the Case record on
     the FCR.
  ➢ Construct the key to the Audit File, perform paragraph 5000-UPDATE-AUDIT-FILE,
     and update the acknowledgement code in the Audit File.
  ➢ If the record was returned with any associated errors or warnings, perform paragraph
     6000-PRINT-CASE-ERRORS.

NOTE: If the State wishes to issue worker alerts for Case records which were rejected,
paragraph 4000-ALERT-WORKER is where that function should be performed. The
navigation to the Case record in the CSE system will need to be inserted to complete this
function.

2200-PROCESS-PERSON

The purpose of 2200-PROCESS-PERSON is to:

➢ Evaluate the acknowledgement code to determine the disposition of the Person record on the FCR.
➢ Construct the key to the Audit File, perform paragraph 5000-UPDATE-AUDIT-FILE, and update the acknowledgement code in the Audit File.
➢ If the record was returned with any associated errors or warnings, perform paragraph 7000-PRINT-PARTICIPANT-ERRORS.

NOTE: If the State wishes to issue worker alerts for Person records which were rejected, paragraph 4000-ALERT-WORKER is where that function should be performed. The navigation to the Participant record in the CSE system will need to be inserted to complete this function.   It is suggested that only NCPs in *locate* status generate worker alerts due to the large volume of data being returned.

2260-UPDATE-CSE-DATABASE

The purpose of 2260-UPDATE-CSE-DATABASE is to Update the CSE database with any additional information received from the FCR.

2300-PROCESS-QUERY

Query records were not included in the extract skeleton code provided to the States, so no entry was required in the Audit File. States may wish to make an entry in the Audit File while they are building the Query submission for tracking purposes. For this reason, code has been included to process the Query Acknowledgement/Error records and skeleton code has been provided to update the Audit File with the disposition of these Query records. The results from the query will be handled with the Locate Response processing.

The purpose of 2300-PROCESS-QUERY is to:

➢ Evaluate the acknowledgement code to determine the disposition of the Query record on the FCR.
➢ Construct the key to the Audit File, perform paragraph 5000-UPDATE-AUDIT-FILE, and update the acknowledgement code in the Audit File.
➢ If the record was returned with any associated errors or warnings, perform paragraph 8000-PRINT-QUERY-ERRORS.

3000-LOCATE-ROUTINE

This paragraph will process the results from all locate activities performed by the FCR whether they are responses from NDNH locates or external locate requests. In this paragraph, it is highly recommended that worker alerts be issued where information is returned concerning NCP's who are in *locate* status.

➢ Evaluate the record type to determine if the information received is a proactive match, locate response, NDNH response, or a 1099 response.
➢ If the record type indicates the record is a Proactive Match, perform paragraph 3100-PROACTIVE-MATCH.
➢ If the record type indicates the record is a 1099 Response, perform paragraph 3200-PROCESS-1099.
➢ If the record type indicates the record is a Locate Response, perform paragraph 3300-PROCESS-LOCATE.
➢ If the record type indicates the record is an NDNH Response, perform paragraph 3400-PROCESS-NEWHIRE.

3100-PROACTIVE-MATCH

The proactive matches will return information about IV-D participants that exist in IV-D cases and Non IV-D orders in States other than the submitting State.   This paragraph is designed to navigate the CSE system to the case information via the case number. It will verify that the other State's case ID is associated with the case submitted. If the case is not known to the CSE system, a CSENet Case Information (CSI) transaction record will be written. These records will need to be transferred to the CSENet workstation and processed with the routine CSENet transactions. *NOTE:* Some coding will be required in this paragraph to navigate the CSE system based on the input data element PRO-SUBMITTED-CASE-ID. The input data elements PRO-MATCHED-CASE-ID and PRO-MATCHED-CASE-STATE will be compared to the CSE system to verify that the other case is known. There are several pieces of identifying information associated with this record type:
✓ State;
✓ Case ID; and
✓ Member ID of the matched case.
Refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts," for complete record layouts.

The purpose of 3100-PROACTIVE-MATCH is to:

➢ Use the input data element PRO-SUBMITTED-CASE-ID to navigate to the Case record in the CSE system, then:
✓ Obtain the segment where other States' cases are stored;
✓ Compare the input data element PRO-MATCHED-CASE-ID to the stored cases and check for a match; and

> ✓ If the case is unknown set the switch GENERATE-CSI to true. ***NOTE:*** This will require some code modification. Comments in the code supply direction on what should be coded.
> ➢ If the switch GENERATE-CSI is set to true, the CSI CSENet Trigger transaction will be built and written to the CSENet file. The CSENet File will be used as input to the State's CSENet transaction building program and transmitted to the CSENet workstation for processing.
> ➢ Store any information the State wishes to keep in the CSE system.
> ➢ Increment the record counter PROACTIVE-MATCH-CNTR by one (1).

3200-PROCESS-1099

This paragraph will be used to disseminate the information returned from 1099 locate requests submitted by the State. States may have established processes for handling this information. If those procedures exist, they need to be coded in this paragraph. If no procedures exist, the skeleton code functionality is written to issue a worker alert.

The purpose of 3200-PROCESS-1099 is to:

> ➢ Check the input data element IRS-1099-MATCH-CODE to determine if the IRS was able to process the request. This data element has associated "88" level indicators with the following meaning:
> > ✓ A-MATCH-WAS-FOUND – indicates that information was found and returned.
> > ✓ SSN-NOT-KNOWN-TO-IRS – indicates the SSN was not found, no information returned.
> > ✓ THE-NAME-DOESNT-MATCH – indicates the name submitted did not match the SSA name, no information returned.
> > ✓ NO-INFORMATION – indicates the information was unavailable.
> > ✓ DISCOLOSURES PROHIBITED – indicates the information was unavailable due to a family violence indicator.
> > ***NOTE:*** Please refer to the *FCR IGD Appendix H, "FCR Output Transaction Layouts,"* for a complete list of 1099 match codes. If the indicator A-MATCH-WAS-FOUND is set to true, perform one or all of the following paragraphs:
> > > ❖ 4000-ALERT-WORKER
> > > ❖ 4100-CREATE-CSENET-TRIGGER
> > > ❖ 4200-ISSUE-WAGE-WITHHOLDING
> > > ***NOTE****:* These paragraphs will require coding to complete the desired functionality.
> ➢ Increment the counter PROCESS-1099-CNTR by one (1).

3300-PROCESS-LOCATE

This paragraph will process information returned from the external locate requests issued by the States. These locate requests are currently part of the FPLS and States may have

established processes for handling this information. If those procedures exist, they need to be coded in this paragraph. If no procedures exist, the skeleton code functionality is written to issue a worker alert, create a Wage Withholding record, add the information to the CSE system, or generate a report. *Please refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts," for a complete listing of data elements available, as well as address formatting information.*

The purpose of 3300-PROCESS-LOCATE is to:

➢ Navigate the CSE system to the Participant segment using the data element FCR-LOC-MEMBER-ID.
➢ Compare the information returned in the locate response (such as address and employer information) to information stored on the CSE system. If the information is determined to be new, the following paragraphs may be executed:
  ✓ 4000-ALERT-WORKER
  ✓ 4100-CREATE-CSENET-TRIGGER
  ✓ 4200-ISSUE-WAGE-WITHHOLDING
    NOTE: These record types contain several indicators that contain information about the format and validity of the data received. *Please refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts," and FCR IGD Chart H-11, "FCR Locate Response Record," to determine the extent the State wishes to use the data.*
➢ Increment the counter PROCESS-LOCATE-CNTR by one (1).

3400-PROCESS-NEWHIRE

This paragraph will process information returned from the National Directory of New Hires (NDNH). The NDNH locates are the result of NDNH locates and proactive matching by the FCR. The data returned from the NDNH will include QW, UI, and W4 submissions from States other than the requesting State. Since these responses may be sent to the States on a proactive basis, it is necessary to examine the *locate status* for the participant prior to taking any action. If the participant is not in *locate status*, the information returned may be more up-to-date than the State currently has. States may wish to capture the updated data in their CSE system. *Please refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts," and FCR IGD Chart H-12,"FCR NDNH Locate/Proactive Match Response Record," for complete record layouts for this response type.*

The purpose of 3400-PROCESS-NEWHIRE is to:

➢ Navigate the CSE system using the data element NDNH-MEMBER-ID to obtain the Participant record.
➢ Interrogate the *locate status* of the Participant and, where required, perform one or more of the following paragraphs:
  ✓ 4000-ALERT-WORKER
  ✓ 4100-CREATE-CSENET-TRIGGER
  ✓ 4200-ISSUE-WAGE-WITHHOLDING

> ➢ Increment the counter PROCESS-NEWHIRE-CNTR by one (1).

4000-ALERT-WORKER

This paragraph is where all worker alerts will be issued. The message to be inserted needs to be created in the paragraphs that call this routine. Code will need to be written to navigate the CSE system to the correct Case or Participant segment then update that segment. The following actions need to be coded:

- ❖ Navigate to the ALERT-WORKER segment for the desired Case segment.
- ❖ Move the desired message to the ALERT WORKER data block.
- ❖ Write the Worker Alert segment.

4100-CREATE-CSENET-TRIGGER

It is assumed that States utilizing CSENet functionality have a process for creating CSENet transactions from a trigger file. This routine should be set up to write to that CSENet trigger file.

4200-ISSUE-WAGE-WITHHOLDING

This paragraph, if used, will need to be completely constructed, and follow the functionality of the current wage withholding process, if used.

5000-UPDATE-AUDIT-FILE

This is where the audit file will be updated to reflect the disposition of the record on the FCR. If an event/diary entry is used instead of the audit file, the event/diary insert code should be written here.

5.2.2 Modifications Required To The Skeleton Code

The skeleton code is provided to the States in an effort to standardize and minimize programming functions that the States must perform. The purpose of the skeleton code is to provide States with all the routine functions required that are specific to the FCR. The skeleton code requires the State's programmers to tailor the code to their SCR and supply the routines they elect to use in disseminating the information returned from the FCR. To accomplish this, the following is a guide to the necessary program modifications.

The COBOL skeleton code for automated response file processing is provided on the diskette supplied with this portion of the guide. The code should be loaded onto the mainframe from the following file:

A:RESPAUTO.TXT

Modifications Required:

Input-Output and File sections:

The State's CSE system files will need to be added. The navigation of the CSE system can be accomplished by inserting the code directly into this program or sub-routines to handle all of the I/O functionality to be written. This may be an attractive alternative for States that do not normally use COBOL as the primary language for processing against their CSE system.

Working Storage:

The working storage section of the skeleton code needs to have the CSE record layouts added for all segments used in the verification or update processes. The most likely candidates are the Case, Participant, Additional Participant Information (duplicate names, SSNs, etc), Event/Diary, and Related Cases in other States.

Procedure Division:

The primary functions of the procedure division are already coded. These functions include:
- ✓ Parsing out the different record types;
- ✓ Reconciling records received vs. records sent; and
- ✓ Creating error reports and total counts.

Prior to making modifications to the skeleton code, some decisions must be made on how the State wants to process the returned data. These decisions will include under what circumstances does the State wish to:
- ✓ Update to the CSE database;
- ✓ Generate CSENet transactions;
- ✓ Generate worker alerts; and
- ✓ Generate Event/Diary entries.

Section 5.2.1, "Processing Routine Transactions (Automated)," gives some guidance in this area.

0000-MAINLINE

No changes required.

0100-INITIALIZE-AND-OPEN

No changes required

0200-WRITE-TOTAL-AND-CLOSE

No changes required

0500-READ-RESPONSES

No changes required.

1000-PROCESS-RESPONSES

No changes required.

2000-ACKNOWLEDGEMENT-ROUTINE

No changes required.

2100-PROCESS-CASE

The only change required in this paragraph is to uncomment the perform statement for 4000-ALERT-WORKER for cases that have been rejected. To accomplish this, take the "*" off of the following statements:

* MOVE < YOUR ALERT MESSAGE > TO
*   WS-WORKER-ALERT-MESSAGE
* PERFORM 4000-ALERT-WORKER THRU 4000-EXIT

2200-PROCESS-PERSON

The changes required to this paragraph will be based upon States wanting to issue worker alerts for participants that were rejected. It is suggested that worker alerts be issued only for NCPs that are in *locate* status due to the volume of data being processed. Code changes include:
- ✓ Navigation to the Participant;
- ✓ Check the locate status checked; and
- ✓ Perform paragraph 4000-ALERT-WORKER .

The *following code* should be inserted in this section of the paragraph:

```
WHEN FCR-PARTICIPANT-REJECTED
        IF  FCR-PART-PARTICIPANT-TYPE = 'NP'
             <INSERT CODE TO NAVIGATE TO PARTICIPANT RECORD>
             IF  <PARTICIPANT IS IN LOCATE STATUS>
                 PERFORM 4000-ALERT-WORKER THRU 4000-EXIT
             END-IF
        END-IF.
```

2260-UPDATE-CSE-DATABASE

No changes required.

2300-PROCESS-QUERY

The only change required in this paragraph is to uncomment the perform statement for 4000-ALERT-WORKER for queries that have been rejected. To accomplish this, take the "*" off of the following statements:

∗   MOVE < YOUR ALERT MESSAGE > TO
∗   WS-WORKER-ALERT-MESSAGE
∗   PERFORM 4000-ALERT-WORKER THRU 4000-EXIT

3000-LOCATE-ROUTINE

No changes required.

3100-PROACTIVE-MATCH

Certain code changes are required based on the State's decision to process Proactive Matches. These changes include:

❖ If the State wishes to send a CSI CSENet transaction, take the "*" off of the
   following statement:
        PERFORM 4100-CREATE-CSENET-TRIGGER THRU 4100-EXIT.
❖ If the State wishes to update the CSE system with the information returned from the
   FCR, the MOVE statements need to be completed for the desired data elements.
   Code should be written to navigate to the database segments and update/write the
   appropriate fields.

3200-PROCESS-1099

Certain code changes are required based on the State's decision to process 1099 locates. These changes include:

❖ Adding the State's current process for handling 1099 data.
❖ If the State wishes to send a CSI CSENet transaction, take the "*" off of the following statement:
  PERFORM 4100-CREATE-CSENET-TRIGGER THRU 4100-EXIT.
❖ If the State wishes to update the CSE system with the information returned from the FCR, the MOVE statements need to be completed for the desired data elements. Code should be written to navigate to the database segments and update/write the appropriate fields.
❖ If the State wants to generate reports, appropriate code will have to be added to this section.

3300-PROCESS-LOCATE

Certain code changes are required based on the State's decision to process locate requests. These changes include:

❖ Adding the State's current process for handling locate requests. Additional processing may need to be established for FCR-LOC-SOURCE-RESP-CD, which indicates the source of the locate information. *Please refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts," and Chart H-11, "FCR Locate Response Record," for more information.*
❖ If the State wishes to send a CSI CSENet transaction, take the "*" off of the following statement:
  PERFORM 4100-CREATE-CSENET-TRIGGER THRU 4100-EXIT.
❖ If the State wishes to update the CSE system with the information returned from the FCR, the MOVE statements need to be completed for the desired data elements. Code should be written to navigate to the database segments and update/write the appropriate fields.
❖ If the State wants to generate reports, code will have to be added to this section.

3400-PROCESS-NEWHIRE

Certain code changes are required based on the State's decision to process NDNH data. These changes include:

❖ Adding the State's current process for handling locate requests. Additional processing may need to be established for NDNH-LOC-SOURCE-RESP-AGENCY, which indicates the source of the NDNH information. *Please refer to the FCR IGD*

Appendix H, "FCR Output Transaction Layouts," and Chart H-12, "FCR NDNH Locate/Proactive Match Response Record," for more information.

❖ If the State wishes to send a CSI CSENet transaction, take the "*" off of the following statement:
    PERFORM 4100-CREATE-CSENET-TRIGGER THRU 4100-EXIT.

❖ If the State wishes to update the CSE system with the information returned from the FCR, the MOVE statements need to be completed for the desired data elements. Code should be written to navigate to the database segments and update/write the appropriate fields.

❖ If the State wants to generate reports, appropriate code will have to be added to this section.

4000-ALERT-WORKER

No changes required.

4100-CREATE-CSENET-TRIGGER

No changes required.

4200-ISSUE-WAGE-WITHHOLDING

No changes required.

5000-UPDATE-AUDIT-FILE

No changes required.

5500-PRINT-HEADER-ERRORS

No changes required.

5550-LOOP-THRU-BATCH

No changes required.

5600-CHECK-ERRORS

No changes required.

5700-GET-ERROR-MESSAGE

No changes required.

6000-PRINT-CASE-ERRORS

No changes required.

6100-CHECK-ERRORS

No changes required.

6200-GET-ERROR-MESSAGE

No changes required.

7000-PRINT-PARTICIPANT-ERRORS

No changes required.

7100-CHECK-ERRORS

No changes required.

7200-GET-ERROR-MESSAGE

No changes required.

8000-PRINT-QUERY-ERRORS

No changes required.

8100-CHECK-ERRORS

No changes required.

8200-GET-ERROR-MESSAGE

No changes required.

9000-PRINT-BATCH-COUNTS

No changes required.

5.2.3 JCL Requirements

The following is an example of the JCL required to execute the automated response file processing skeleton program. The guide targets systems that reside on an IBM mainframe. For systems on different platforms, the guide should serve as a model for the required development. States on other platforms may receive technical assistance for their specific systems through OCSE. *Please refer to Appendix A, "Assistance Contacts," of this guide for contact names, phone numbers and email addresses.*

```
//JOBCARD JOB <ACCOUNTING INFO>,MSGCLASS=X
//JOBLIB   DD  DSN=<LOAD LIBRARY NAME>,DISP=SHR
//STEP1    EXEC PGM=RESPAUTO
//SYSPRINT    DD  SYSOUT=*
//SYSOUT      DD  SYSOUT=*
//PRINTER     DD  SYSOUT=*
//HEADERR     DD  SYSOUT=*
//CASEERR     DD  SYSOUT=*
//PARTERR     DD  SYSOUT=*
//QRYERR      DD  SYSOUT=*
//CSENET      DD  DSN=<CSENET TRIGGER FILE>,DISP=MOD
//FCRAUDIT    DD  DSN=<VSAM AUDIT FILE>,DISP=SHR
//FCRRESP     DD  DSN=<FCR RESPONSE FILE>,DISP=SHR
```

5.3   Overview of Manual Process

The preferred method of processing the FCR response records is automatically without human intervention. However if States do not have an automated application for processing the FCR response file, a manual solution can be implemented utilizing printed reports. This concept is presented in Section 5.3.1, "Processing Routine Transactions (Manual)." It is highly recommended that those States wishing to process their locates manually, turn off proactive locates for the initial load, and only request locates for specific NCPs. See Section 4.1, "Initial Load Processing Overview," for additional information on the initial load.

Manual response file processing, as illustrated in Figure 5-3, will address:

➢ Issuing wage withholdings and locate activities;
➢ Reconciling the Audit File;
➢ Updating the CSE system with FCR information;
➢ Creating error reports for:
   ❖ Header Error Report
   ❖ Case Error Report
   ❖ Participant/Person Error Report
   ❖ Query Error Report; and
➢ Generating transmission verification counts.

Section 5.3.1, "Processing Routine Transactions (Manual)," will identify options for manual processing and informational messaging.

Please refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts," for a complete list of response records and their layouts. Listed below are the types of responses the States will receive from the FCR:

➢ FCR Case Acknowledgement/Error;
➢ FCR Person/Locate Request Acknowledgement/Error;
➢ FCR Query Acknowledgement/Error;
➢ FCR Query/Proactive Match Response;
➢ FCR IRS 1099 Response;
➢ FCR Locate Response from FPLS; and
➢ FCR NDNH Locate/Proactive Match Response.

Based upon these responses, States will have to take appropriate action. *Please refer to the FCR IGD Part 6.0, "FCR Transaction-Specific Information," for the detailed action the State's system should perform.*

The following twelve (12) reports in Appendix F, "Manual Reports," have been identified and coded as part of the manual process.

➤ Case Acknowledgements – This report provides the submitter with the status of cases submitted to the FCR for Add, Change and Delete transactions. The report will indicate whether the case was accepted or rejected on the FCR.

➤ Person/Locate Request Acknowledgements – This report provides the submitter with the status of participants submitted to the FCR for Add, Change and Delete transactions as well as locate request transactions. The report will identify whether the participants and locate requests were accepted or rejected on the FCR. This report will also identify any additional information from the SSA, such as: multiple SSNs, corrected SSNs, additional names and date of birth.

➤ Query Acknowledgements – This report provides the submitter with the status of queries submitted to the FCR. The report will indicate whether the query was accepted or rejected by the FCR.

➤ FCR Query/Proactive Response – This report will provide information regarding Non IV-D and IV-D cases in States other than the submitting State in which the participant is involved. The information returned will include the other State's case number, the participant's member-id and participant type as well as additional names and SSNs.

➤ FCR IRS 1099 Response – This report provides the submitter with the type, status, location and amount of assets or debts owed by or to the individual who is the subject of the locate request as returned from the IRS.

➤ FCR Locate Response – This report provides the results of FPLS External locate requests for a specific participant from the Federal Agencies selected by the State for a specific participant. These agencies include Department of Defense, FBI, IRS (non-1099), Social Security Administration and Department of Veteran Affairs.

➤ FCR NDNH Locate/Proactive Match Response – This report provides the State with Quarterly Wage, Unemployment Insurance and W4 data for a participant.

➤ Header Errors – This report will notify the submitter of warnings and severe errors associated with the batch transmission. If the entire batch is rejected, this report will indicate that those batches must be re-submitted in their entirety.

➤ Case Errors – This report will notify the submitter of errors and warning conditions associated with case Add, Change and Delete transactions submitted to the FCR.

➤ Query Errors – This report will notify the submitter of any errors and warning conditions associated with the submission of Query transactions.

➤ Participant Errors – This report will notify the submitter of errors and warning conditions associated with participant Add, Change and Delete transactions submitted to the FCR.

➤ Record Counts – This report will display the number of records sent to the submitter by the FCR and the number of records received by the submitter to ensure complete transmissions.

State → FCR

1099 Locates

- ❖ Acknowledgements
- ❖ Errors, Warnings
- ❖ Proactive Matching
- ❖ FPLS Locates (excluding 1099)
- ❖ Queries

Manual Response File Processing

- ✓ Reconcile Audit File
- ✓ Generate Error Reports
- ✓ Create Transaction Verification Counts (reports)
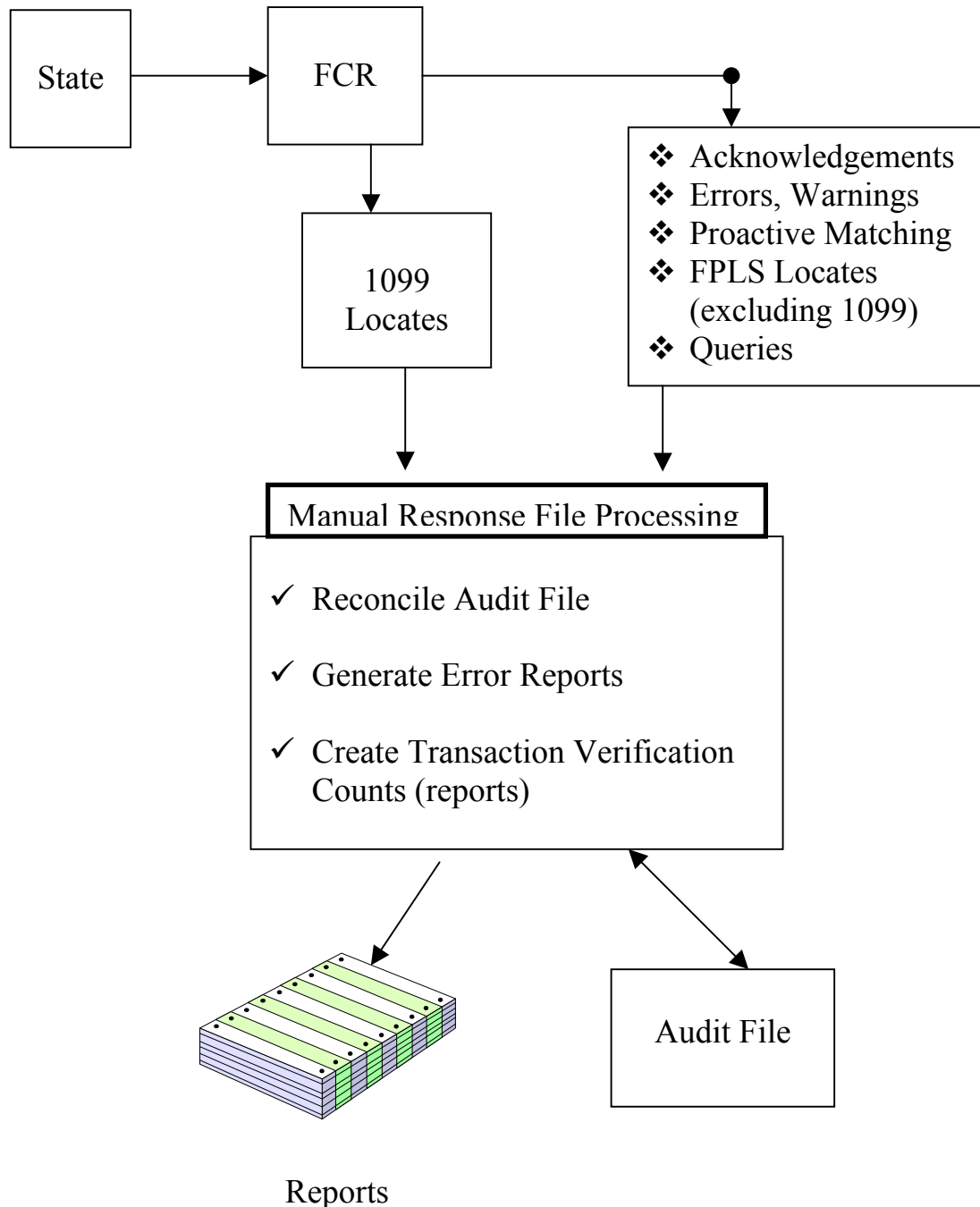
Reports

Audit File

Figure 5-3: Overview of Manual Response File Processing

5.3.1 Processing Routine Transactions (Manual)

Responses received from the FCR will be used to update the Audit File and generate exception reports. The primary purpose of the Audit File is to reflect the disposition of all Case and Participant records submitted to the FCR. Case and Participant records that are returned with errors, which excludes them from being added to the FCR, should be corrected and resubmitted. The Manual Response File Processing code, included in the TAG, has provisions to print exception reports detailing errors to be corrected. It is suggested that the error reports be used as a guide for correcting the errors since the volume of data may be too large to issue worker alerts. This code will also print all Proactive and Request Locate information.

The processing of responses consists of:

Inputs: Files that provide data to the response process.

   FCR Response File – The file returned from the FCR that contains all acknowledgements, errors, responses from external locates (excluding 1099), and proactive match information. For a complete list of response records *refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts."*

   FCR 1099 Locate File – The file returned from the FCR that contains 1099 locates. For the 1099 response record layout *refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts."*

   FCR Audit File – The file used to document Case and Participant records submitted to the FCR.

Outputs: Files that are created or updated during the acknowledgement response process.

   Audit File – The file used to document Case and Participant records that have been transmitted to the FCR. The Manual Response File process updates the current FCR disposition of the Add/Change/Delete requests. *Refer to Section 2.2 of this guide, "Explanation of the Audit File Concept," for more information on the Audit File structure and layout.*

   Header-Error-File – This is where all Header/Transmission errors will be written in a formatted report.

   Case-Error-File – This is where all Case errors will be written in a formatted report.

   Part-Error-File – This is where all Person or Participant errors will be written in a formatted report.

   Query-Error-File – This is where all Query errors will be written in a formatted report.

Case-Ack-File –This is where all case acknowledgement information will be written in a formatted report.

Person-Ack-File –This is where all participant acknowledgement information will be written in a formatted report.

Query-Ack-File – This is where all query acknowledgement information will be written in a formatted report.

Proactive-Loc-File – This is where all proactive match information will be written in a formatted report.

IRS-Loc-File – This is where all IRS 1099 Locate information will be written in a formatted report.

FCR-Loc-File – This is where all FCR Locate information will be written in a formatted report.

Fed-Loc-File – This is where all FPLS Locate information will be written in a formatted report.

NDNH-Loc-File – This is where all NDNH Locate information from the database will be written in a formatted report.

Processing Flow: Sequence of events that occur during the Response File Processing.

Initialization:

❖ Initialize the working storage variables.
❖ Open the input file FCR Response File.
❖ Open the input file FCR 1099 Locate File.
❖ Open input-output Audit File.
❖ Read the first FCR Response File record.
❖ Move the element Record-Type to working storage variable, DETERMINE-HEADER-TYPE. For a complete list of Header Types *refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts."*
❖ Accept the current data into a working storage variable. This data will be used in the Audit File and reports.

Process FCR Response data:

0000-MAINLINE

This is the entry point of the program and will execute the following paragraphs:

0100-INITIALIZE-AND-OPEN

0500-READ-RESPONSES
1000-PROCESS-RESPONSES
0200-CLOSE

0100-INITIALIZE-AND-OPEN

This paragraph opens all of the required files and retrieves and formats the system date for
use in the report headers.

0500-READ-RESPONSES

This paragraph is where the response file records are read. If the record read is a trailer
record, paragraph 9000-PRINT-BATCH-COUNTS will be performed. When the end-of-file
condition is encountered the switch NO-MORE-RESPONSES is set to true to indicate that
the processing is complete.

1000-PROCESS-RESPONSES

This paragraph is performed from the 0000-MAINLINE routine and will keep executing until
the end of the FCR Response/FCR 1099 Locate File is reached. The purpose of 1000-
PROCESS-RESPONSES is to:

➢ Evaluate the working storage variable DETERMINE-HEADER-TYPE to determine if it
  is a Routine Header, Pending Header or a Locate Header.
➢ If the Header Type indicates that the batch type is a Routine or Pending Header, perform
  2000-ACKNOWLEDGEMENT-ROUTINE until the end of the batch is reached. If a
  header error occurs, the error will be printed in a formatted report. If the header errors
  indicate that the batch was rejected, the response file will be read to bypass the detail
  records until the trailer record is reached.   *NOTE*: Routine and Pending batches will be
  processed in the same manner.
➢ If the Header Type indicates that the batch type is a Locate Header, perform 3000-
  LOCATE-ROUTINE until the end of the batch is reached.
➢ If the Header Type is invalid, an error message is written to the Header-Error-File for
  each record read until a record is identified with a correct Header Type.
➢ Read the next Response File record.

1000-PROCESS-RESPONSES will perform the following paragraphs:

0500-READ-RESPONSES
5500-PRINT-HEADER-ERRORS
2000-ACKNOWLEDGEMENT-ROUTINE
3000-LOCATE-ROUTINE

2000-ACKNOWLEDGEMENT-ROUTINE

This paragraph will process all Response File records that are returned with a Routine or Pending Header. The record types that will be returned under these headers will be Case, Person and Query acknowledgement/error records. *Please refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts," for a complete list of the record types and layouts.*

The logic in this paragraph is written to:

➢ Update the Audit File with the acknowledgement code returned from the FCR;
➢ Notify the State of additional information returned from the Social Security Administration (SSA); and
➢ Return any errors or warning messages encountered while attempting to load the data into the FCR.

NOTE: The following additional information returned from SSA maybe used to manually update data in the State CSE system:
  ➢ Multiple SSNs
  ➢ Corrected Date of Birth
  ➢ Date of Death (future)
  ➢ Last Zip Code (future)
  ➢ Zip Code of Payments (future)
  ➢ Primary SSN
  ➢ Primary Name

Any error messages will be handled in an exception report that can be distributed to the caseworkers.

The purpose of 2000-ACKNOWLDGEMENT-ROUTINE is to:

➢ Evaluate the record type to determine if it is a Case, Person or Query record.
➢ If the record type indicates it is a Case Acknowledgement/Error record, perform paragraph 2100-PROCESS-CASE.
➢ If the record type indicates it is a Person Acknowledgement/Error record, perform paragraph 2200-PROCESS-PERSON.
➢ If the record type indicates it is a Query Acknowledgement/Error record, perform 2300-PROCESS-QUERY.

2000-ACKNOWLEDGEMENT-ROUTINE will perform the following paragraphs:

2100-PROCESS-CASE
2200-PROCESS-PERSON
2300-PROCESS-QUERY
0500-READ-RESPONSES

2100-PROCESS-CASE

The purpose of 2100-PROCESS-CASE is to:

➢ Evaluate the acknowledgement code to determine the disposition of the Case record on the FCR.
➢ Construct the key to the Audit File, perform paragraph 5000-UPDATE-AUDIT-FILE, and update the acknowledgement code in the Audit File.
➢ If the record was returned with any associated errors or warnings, perform paragraph 6000-PRINT-CASE-ERRORS.

2100-PROCESS-CASE will perform the following paragraphs:

5000-UPDATE-AUDIT-FILE
2110-PRINT-CASE-ACK
6000-PRINT-CASE-ERRORS

2110-PRINT-CASE-ACK

Prints the Case Acknowledgements Report. *See Appendix F, "Manual Reports," for the report layout.*

2200-PROCESS-PERSON

The purpose of 2200-PROCESS-PERSON is to:

➢ Evaluate the acknowledgement code to determine the disposition of the Person record on the FCR.
➢ Construct the key to the Audit File, perform paragraph 5000-UPDATE-AUDIT-FILE, and update the acknowledgement code in the Audit File.
➢ If the record was returned with any associated errors or warnings, perform paragraph 7000-PRINT-PARTICIPANT-ERRORS.

2200-PROCESS-PERSON will perform the following paragraphs:

5000-UPDATE-AUDIT-FILE
2210-PRINT-PERS-ACK
7000-PRINT-PARTICIPANT-ERRORS

2210-PRINT-PERS-ACK

Prints the Person/Locate Request Acknowledgements Report. *See Appendix F, "Manual Reports," for the report layout.*

2300-PROCESS-QUERY

Query records were not included in the extract code provided to the States, so no entry was required in the Audit File. States may wish to make an entry in the Audit File while they are building the Query submission for tracking purposes. For this reason, code has been included to process the Query Acknowledgement/Error records and to update the Audit File with the disposition of the Query records. The results from the query will be handled with the Locate Response processing.

The purpose of 2300-PROCESS-QUERY is to:

➢ Evaluate the acknowledgement code to determine the disposition of the Query record on the FCR.
➢ Construct the key to the Audit File, perform paragraph 5000-UPDATE-AUDIT-FILE, and update the acknowledgement code in the Audit File.
➢ If the record was returned with any associated errors or warnings, perform paragraph 8000-PRINT-QUERY-ERRORS.

2300-PROCESS-QUERY will perform the following paragraphs:

5000-UPDATE-AUDIT-FILE
2310-PRINT-QRY-ACK
8000-PRINT-QUERY-ERRORS

2310-PRINT-QRY-ACK

Prints the Query Acknowledgements Report. *See Appendix F, "Manual Reports," for the report layout.*

3000-LOCATE-ROUTINE

This paragraph will process the results from all locate activities performed by the FCR whether they are responses from NDNH locates or external locate requests. In this paragraph, it is highly recommended that worker alerts be issued where information is returned concerning NCP's who are in *locate* status.

The purpose of 3000-LOCATE-ROUTINE is to:

➢ Evaluate the record type to determine if the information received is a Proactive Match, Locate Response, NDNH Response, or a 1099 Response.
➢ If the record type indicates the record is a Proactive Match, perform paragraph 3100-PROACTIVE-MATCH.
➢ If the record type indicates the record is a 1099 Response, perform paragraph 3200-PROCESS-1099.

> ➤ If the record type indicates the record is a Locate Response, perform paragraph 3300-PROCESS-LOCATE.
> ➤ If the record type indicates the record is a NDNH Response, perform paragraph 3400-PROCESS-NEWHIRE.

3000-LOCATE-ROUTINE performs the following paragraphs:

3100-PROACTIVE-MATCH
3200-PROCESS-1099
3300-PROCESS-LOCATE
3400-PROCESS-NEWHIRE
0500-READ-RESPONSES

3100-PROACTIVE-MATCH

The proactive matches will return information about IV-D participants that exist in IV-D cases and Non IV-D orders in States other than the submitting State. For those States using manual processes, this data will be presented in the FCR NDNH Locate/Proactive Match Response report. This data can be used to verify that the other State's case ID is included on your system with the case submitted. The identifying information associated with this record type is:
- ✓ State;
- ✓ Case ID; and
- ✓ Member ID of the matched case.

Refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts," for complete record layouts.

3100-PROACTIVE-MATCH will perform the following paragraph:

3110-PRINT-LOCATE-REPORT

3110-PRINT-LOCATE-REPORT

Prints the FCR Query/Proactive Response Report. *See Appendix F, "Manual Reports," for the report layout.*

3200-PROCESS-1099

This paragraph will be used to create the FCR IRS 1099 Response Report from responses to the 1099 locate requests submitted by the State. *See Appendix F, "Manual Reports," for the report layout.*

The purpose of 3200-PROCESS-1099 is to:

➢ Check the input data element IRS-1099-MATCH-CODE to determine if the IRS was able to process the request. This data element has associated "88" level indicators with the following meaning:
  ✓ A-MATCH-WAS-FOUND – indicates that information was found and returned.
  ✓ SSN-NOT-KNOWN-TO-IRS – indicates the SSN was not found, no information returned.
  ✓ THE-NAME-DOESNT-MATCH – indicates the name submitted did not match the SSA name, no information returned.
  ✓ NO-INFORMATION – indicates the information was unavailable.
  ✓ DISCLOSURES PROHIBITED – indicates the information was unavailable due to a family violence indicator
  NOTE: Please refer to the *FCR IGD Appendix H, "FCR Output Transaction Layouts,"* for a complete list of 1099 match codes. A report will be written to display this information.
➢ Increment the counter PROCESS-1099-CNTR by one (1).

3200-PROCESS-1099 will perform the following paragraphs:

3210-GET-MATCH-CODE
3220-GET-DOCUMENT-CODE
3230-GET-ACCOUNT-CODE

3210-GET-MATCH-CODE

This paragraph will search an internal table to retrieve the text for the match code.

3220-GET-DOCUMENT-CODE

This paragraph will search an internal table to retrieve the text for the document code.

3230-GET-ACCOUNT-CODE

This paragraph will search an internal table to retrieve the text for the account code.

3300-PROCESS-LOCATE

This paragraph will create and print the FCR Locate Response report of responses from external locate requests. The external sources are currently part of the FPLS. *Please refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts," for a complete listing of data*

elements available, as well as address formatting information. See Appendix F, "Manual Reports," for the report layout.

The purpose of 3300-PROCESS-LOCATE is to format and control the printing of the Locate Responses, in addition to incrementing the counter PROCESS-LOCATE-CNTR by one (1).

3300-PROCESS-LOCATE will perform the following paragraphs:

3305-FIND-LOCATE-SOURCE
3310-FIND-RESPONSE-CODE
3315-ADDRESS-TYPE-C
3320-ADDRESS-TYPE-F
3325-ADDRESS-TYPE-X
3330-DOD-PRINT-ROUTINE
3340-FBI-PRINT-ROUTINE
3350-FED-PRINT-ROUTINE
3360-IRS-PRINT-ROUTINE
3370-SSA-PRINT-ROUTINE
3380-MBR-PRINT-ROUTINE
3390-DVA-PRINT-ROUTINE

3305-FIND-LOCATE-SOURCE

This paragraph will search an internal table to retrieve the text for the locate source.

3310-FIND-RESPONSE-CODE

This paragraph will search an internal table to retrieve the text for the response code.

3315-ADDRESS-TYPE-C

This paragraph will format the address when the format indicator is "C", fixed format. *See FCR IGD Appendix H, "FCR Output Transaction Layout."*

3320-ADDRESS-TYPE-F

This paragraph will format the address when the format indicator is "F", free format. *See FCR IGD Appendix H, "FCR Output Transaction Layout."*

3325-ADDRESS-TYPE-X

This paragraph will format the address when the format indicator is "X", fixed format. *See FCR IGD Appendix H, "FCR Output Transaction Layout."*

3330-DOD-PRINT-ROUTINE

This paragraph will print the DOD specific information.

3330-DOD-PRINT-ROUTINE will perform the following paragraphs:

3331-FIND-DOD-STATUS
3332-FIND-DOD-AGENCY

3331-FIND-DOD-STATUS

This paragraph will search an internal table to retrieve the text for the DOD status code.

3332-FIND-DOD-AGENCY

This paragraph will search an internal table to retrieve the text for the DOD agency code.

3340-FBI-PRINT-ROUTINE

This paragraph will print the FBI specific information.

3340-FBI-PRINT-ROUTINE will perform the following paragraphs:

3341-FIND-EMP-STATUS
3342-FIND-EMP-TYPE

3341-FIND-EMP-STATUS

This paragraph will search an internal table to retrieve the text for the employee status code.

3342-FIND-EMP-TYPE

This paragraph will search an internal table to retrieve the text for the employee type code.

3350-FED-PRINT-ROUTINE

This paragraph will print the FCR Locate Response Report for additional Federal Agencies. *See Appendix F, "Manual Reports," for the report layout.*

3350-FED-PRINT-ROUTINE will perform the following paragraphs:

3351-FIND-EMP-STATUS
3352-FIND-EMP-TYPE

3351-FIND-EMP-STATUS

This paragraph will search an internal table to retrieve the text for the employee status code.

3352-FIND-EMP-TYPE

This paragraph will search an internal table to retrieve the text for the employee type code.

3360-IRS-PRINT-ROUTINE

This paragraph will print the IRS specific information in the FCR Locate Response Report.

3370-SSA-PRINT-ROUTINE

This paragraph will print the SSA specific information in the FCR Locate Response Report.

3380-MBR-PRINT-ROUTINE

This paragraph will print the SSA Master Benefits Record specific information in the FCR Locate Response Report.

3390-DVA-PRINT-ROUTINE

This paragraph will print the Department of Veterans Affairs specific information in the FCR Locate Response Report.

3400-PROCESS-NEWHIRE

This paragraph will create and print the FCR NDNH Locate/Proactive Match Response Report for information returned from the NDNH. The NDNH locate responses are the result of NDNH Locate requests and Proactive Matching by the FCR. The data returned from the NDNH will include QW, UI, and W4 submissions from States other than the requesting State. Since these responses may be sent to the States on a proactive basis, it is necessary to examine the *locate status* for the participant prior to taking any action. If the participant is not in *locate status*, the information returned may be more up-to-date than the State currently has. States may wish to capture the updated data in their CSE system. *Please refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts," and FCR IGD Chart H-12,"FCR NDNH Locate/Proactive Match Response Record," for complete record layouts for this response type.*

3400-PROCESS-NEWHIRE will perform the following paragraphs:

3410-FIND-RESP-CODE
3420-UI-PRINT-ROUTINE
3430-QW-PRINT-ROUTINE
3440-W4-PRINT-ROUTINE

3410-FIND-RESP-CODE

This paragraph will search an internal table to retrieve the text for the response type code.

3420-UI-PRINT-ROUTINE

This paragraph will print the UI specific information.

3430-QW-PRINT-ROUTINE

This paragraph will print the QW specific information.

3440-W4-PRINT-ROUTINE

This paragraph will print the W4 specific information.

5000-UPDATE-AUDIT-FILE

This paragraph will update the Audit File with the status of the records on the FCR.

5500-PRINT-HEADER-ERRORS

This paragraph will print the Header Errors Report for errors associated with the entire batch. If the error causes the rejection of the entire batch, paragraph 5550-LOOP-THRU-BATCH will read through the response file until a trailer record is encountered. *See Appendix F, "Manual Reports," for the report layout.*

5500-PRINT-HEADER-ERRORS performs the following paragraphs:

5550-LOOP-THRU-BATCH
5600-CHECK-ERRORS

5550-LOOP-THRU-BATCH

This paragraph will read through the response file until a trailer record is encountered.

5600-CHECK-ERRORS

This paragraph will check to see if there are any errors on the header record. If there are errors present, paragraph 5700-GET-ERROR-MESSAGE will be performed.

5700-GET-ERROR-MESSAGE

This paragraph will search an internal table to retrieve the text associated with the error message.

6000-PRINT-CASE-ERRORS

This paragraph will print the Case Errors Report for errors associated with the submission of a Case record. *See Appendix F, "Manual Reports," for the report layout.*

6000-PRINT-CASE-ERRORS will perform the following paragraphs:

6100-CHECK-ERRORS
6200-GET-ERROR-MESSAGE

6100-CHECK-ERRORS

This paragraph will check to see if there are any errors on the Case record. If there are errors present, paragraph 6200-GET-ERROR-MESSAGE will be performed.

6200-GET-ERROR-MESSAGE

This paragraph will search an internal table to retrieve the text associated with the error message.

7000-PRINT-PARTICIPANT-ERRORS

This paragraph will print the Participant Errors Report for errors associated with the submission of a Participant record. *See Appendix F, "Manual Reports," for the report layout.*

7000-PRINT-PARTICIPANT-ERRORS will perform the following paragraphs:

7100-CHECK-ERRORS
7200-GET-ERROR-MESSAGE

7100-CHECK-ERRORS

This paragraph will check to see if there are any errors on the Participant record. If there are errors present, paragraph 7200-GET-ERROR-MESSAGE will be performed.

7200-GET-ERROR-MESSAGE

This paragraph will search an internal table to retrieve the text associated with the error message.

8000-PRINT-QUERY-ERRORS

This paragraph will print the Query Errors Report for errors associated with the submission of a Query record. *See Appendix F, "Manual Reports," for the report layout.*

8000-PRINT-QUERY-ERRORS will perform the following paragraphs:

8100-CHECK-ERRORS
8200-GET-ERROR-MESSAGE

8100-CHECK-ERRORS

This paragraph will check to see if there are any errors on the Query record. If there are errors present, paragraph 8200-GET-ERROR-MESSAGE will be performed.

8200-GET-ERROR-MESSAGE

This paragraph will search an internal table to retrieve the text associated with the error message.

9000-PRINT-BATCH-COUNTS

This paragraph will print the Record Counts Report for the number and type of records returned from the FCR and the number and type of records received by the State. *See Appendix F, "Manual Reports," for the report layout.*

5.3.2 JCL Requirements

The following is an example of the JCL required to execute the response file processing program. This guide targets systems that reside on an IBM mainframe. For systems on different platforms, this guide should serve as a model for the required development. States on other platforms may receive technical assistance for their specific systems through OCSE. *Please refer to Appendix A, "Assistance Contacts," of this guide for contact names, phone numbers and email addresses.*

```
//JOBNAME JOB ACTINFO, 'NAME', REGION=4096K,
//             NOTIFY=USERID,MSGCLASS=X,MSGLEVEL=(1,1)
//JOBLIB DD     DSN=<XXXXXX.XXXXXXX.LOADLIB>,DISP=SHR
//STEP1   EXEC PGM=RESPMANL
//SYSPRINT     DD SYSOUT=*
//SYSOUT       DD SYSOUT=*
//PRINTER      DD SYSOUT=*
//HEADERR      DD SYSOUT=*
//CASEERR      DD SYSOUT=*
//PARTERR      DD SYSOUT=*
//QRYERR       DD SYSOUT=*
//PERSFILE     DD SYSOUT=*
//CASEFILE     DD SYSOUT=*
//QRYERR       DD SYSOUT=*
//FCRAUDIT     DD DSN=<AUDIT FILE NAME>,DISP=OLD
//PROLOCFL     DD SYSOUT=*
//IRSLOCFL     DD SYSOUT=*
//FCRLOCFL     DD SYSOUT=*
//FEDLOCFL     DD SYSOUT=*
//NDNHLOCFL DD SYSOUT=*
//FCRRESP      DD DSN=<FCR RESPONSE FILE>,DISP=SHR
//             DD DSN=<FCR 1099 RESPONSE FILE>,DISP=SHR
```